

DATE: January 26, 2006
TO: School District Superintendents
FROM: Julie Oberle, Specialist, Public School Finance
SUBJECT: 2006-2007 School Calendars

The 2006-2007 School Calendar forms are now available on our website at www.sde.state.id.us/finance under Calendars. The Calendar Manual can also be found on that website. Calendars may be easier to complete if legal sized paper is used when printing. You do not need to color-code the calendars as has been done in the past.

Complete only as many calendars as are appropriate. For example,

- If all of your elementary grades 1-6 will have the **exact** same schedule and amount of instructional hours per day, complete the 4-8 calendar, crossing out grades 4-8 and inserting grades 1-6 into the title.
- If all of your secondary grades 7-12 will have the exact same schedule and amount of instructional hours per day, use the 9-12 calendar, crossing out grades 9-12 and inserting grades 7-12 into the title.

Complete a separate kindergarten calendar for each kindergarten schedule within each building. Indicate on each calendar whether the regular daily schedule is AM, PM or Full Day. Please do not include your AM and PM kindergartens on the same calendar. For schedules less than 5 days per week, be sure to mark all days not in session with the Holiday/Vacation symbol (e.g., full day every other day).

When recording your number of hours of instruction per session or day, please convert to a decimal format. For example, a five hour and ten minute day would be reported as 5.167 hours (5 hours plus 10 minutes/60 minutes = 5.167 hours). A two hour and 35 minute day for kindergarten would be reported as 2.583 hours. Converting to decimal simplifies the calculations on lines three and six. Round to three decimal places.

Any day with less than a full day of instruction is a shortened session and should be recorded in the box at the bottom of the calendar (i.e. early dismissal before a holiday, parent/teacher conferences, staff development, teacher prep/grading times). Please convert the shortened hours to a decimal format. An example is given below.

Date	Shortened Sessions	Staff
	Instructed Hours	Development Hours
10/6/06	2.667 Hours	2.333 Hours
11/22/06	2.500 Hours	0
1/19/07	2.500 Hours	0
TOTAL	7.667 Hours	2.333 Hours

Shortened Days/Staff Development

10/6/06 2 hrs 40 min. of instruction and 2 hours 20 min. of staff development are scheduled

11/22/05 Early dismissal before Thanksgiving.

1/19/07 End of semester – 2 hrs. 30 min. of instruction, the rest of the day is teachers' work time.

Please remember:

- **Include a copy of your district's proposed school calendar with your SDE calendars**
- Instructional time does not include passing time, recess, lunch breaks, etc.
- Staff development does not include teacher work days, teacher prep time, parent/teacher conferences
- School Finance must be notified (via email or mail) of modifications/changes made to the calendar
- More detailed instructions can be found in our calendar manual on our website at www.sde.state.id.us/finance
- Call me at 332-6842 or email me at joberle@sde.state.id.us if you have any questions, no matter how small your question may seem. We want to help you submit your calendars correctly the first time
- Calendars are due no later than May 15th
- Mail calendars to State Dept. of Education, Public School Finance, PO Box 83720, Boise, ID 83720-0027